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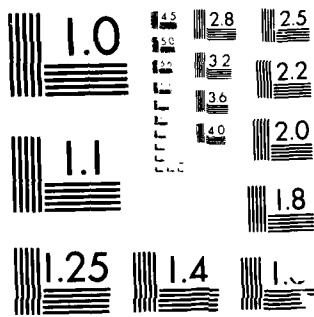
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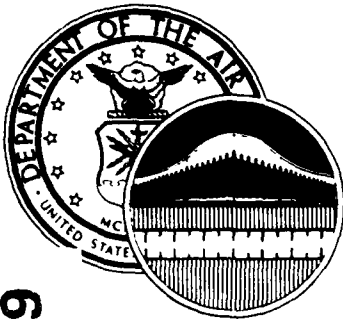
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UNITED STATES AIR FORCE

AD-A190 779

OCCUPATIONAL SURVEY REPORT

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FLIGHT SAFETY OFFICER AND
CHIEFS OF SAFETY

X-PREFIX

AFPT 90-000-794

DECEMBER 1987

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OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT CENTER
AIR TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150-5000

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HQ PACAF/DPAT	3		3	
HQ SAC/DPAT	3		3	
HQ SAC/TTGT	1		1	
HQ TAC/DPATJ	3		3	
HQ TAC/TTGT	1		1	
HQ USAF/DPPT	1			
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USAFOMC/OMYXL	10	2m	5	10
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PREFACE

> This report represents the results of a detailed Air Force occupational survey of the Flight Safety Officers and Chiefs of Safety utilization areas (X-Prefix). This report was prepared in response to a request generated by Headquarters, Air Force Inspection and Safety Center, (AFISC/SE). The survey was requested to gather data which would help define education and training of all Flight Safety Officers. Authority for conducting occupational surveys is contained in AFR 35-2. Computer products from which this report was produced are available for use by operating and training officials. 14

The survey instrument was written by First Lieutenant David L. Hardy. Mr James L. (Jim) Slovak analyzed the data, with all computer products executed by Ms Rebecca Hernandez. The final report was written by Mr Jim Slovak, with administrative support being furnished by Ms Raquel A. Soliz. This report has been reviewed and approved by Mr Gerald R. Clow, Chief, Management Applications Branch, Occupational Analysis Division, USAF Occupational Measurement Center, Randolph Air Force Base, Texas 78150-5000.

This report is available to Air Staff, major commands, or other interested training and management personnel upon request to the USAF Occupational Analysis Division (OMY), Randolph Air Force Base, Texas 78150-5000.

RONALD C. BAKER, Colonel, USAF
Commander
USAF Occupational Measurement
Center

JOSEPH S. TARTELL
Chief, Occupational Analysis Division
USAF Occupational Measurement
Center

SUMMARY OF RESULTS

1. Survey Administration: Job inventory booklets were administered to wing and squadron Flight Safety Officers.
2. Job Utilization Structure: The job structure analysis resulted in identification of one job with two variations. Data reflect job variations are centered around tasks associated with conducting A, B, and Interim vs Class C and minor accident investigations.
3. Analysis of Special Groups: Comparisons were made among groups, such as overseas vs CONUS, officer rank, MAJCOMS, and organizational level. No important differences were noted.
4. Job Attitudes: The job satisfaction expressed by all Flight Safety Officers was very positive. Over 85 percent of the personnel indicated they performed interesting jobs and felt well utilized. *Keynotes for analysis*
5. Training Analysis: The Flight Safety Officers course is conducted at Norton AFB, California under contractual agreement to University of Southern California (USC). Tasks performed by Flight Safety Officers rank ordered on training emphasis and showing the percent of the sample performing each task is at Appendix A.

*for Form 100-101
for Form 100-102*

OCCUPATIONAL SURVEY REPORT
FLIGHT SAFETY OFFICERS
(X-PREFIX)

INTRODUCTION

Background

Flight Safety Officers (FSOs) are pilots and navigators charged with the responsibility for conducting a flight safety program that will eliminate all hazards and ultimately eliminate all accidents. Pilots and navigators are selected from aircrew positions, but must maintain flight requirements while performing safety duties. To become fully qualified, Flight Safety Officers must complete the 6-week course taught at Norton AFB CA.

The Air Force measures severity of accidents by assigning letter codes. The following is a description of the classes of accidents that are investigated by Flight Safety Officers: Class A accidents are defined as \$500,000 damage or more, or loss of life, or loss of aircraft, or permanent and total disability of an individual or crewmember. Class B accidents entail \$100,000 but less than \$500,000 damage, or permanent-partial disability, or hospitalization of five or more people. The lesser of the major accident categories is the Class C type accident or incident, defined as \$10,000 but less than \$100,000 damage, or injury causing loss of an 8-hour work day or some other lesser mishap. An interim accident investigation board is convened shortly after an accident to impound records and to preserve evidence. It is composed of local personnel to include the locally assigned Flight Safety Officer.

Purpose

This study was requested by HQ Air Force Inspection and Safety Center (AFISC) for the purpose of providing data to evaluate the Flight Safety Officers Course taught by University of Southern California (USC) at Norton AFB CA. This course is 6 weeks in duration. The data resulting from this analysis may be utilized by AFISC personnel to redefine the curriculum.

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-000-794. The AFISC and each user Major Command recommended units to be visited during the inventory development phase of the project. The

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job inventory was based on interviews with 68 Flight Safety Officers at 18 CONUS and overseas locations. The validation of tasks included in the final version of the job inventory was completed by a select group of highly qualified and experienced Chiefs of Safety and Flight Safety Officers assembled at USAF Occupational Measurement Center (USAFOMC), Randolph AFB, Texas. The final version of the job inventory was composed of two sections. The first was a background section which gathered demographic information, such as name, grade, MAJCOM, and time served as a Flight Safety Officer. The second was the task list, a collection of 355 task statements grouped under 10 duty headings and related to all aspects of the Flight Safety Officers job.

Survey Sample

The officers included in this survey were selected by MAJCOM Chiefs of Safety, as agreed to in the Flight Safety Officers Validation Conference held at Randolph AFB, TX. The target population includes graduates of the Flight Safety Officers Course, Norton AFB CA, serving as Flight Safety Officers at the wing or squadron level. To be included, the recipient of the survey must have held the X-Prefix for at least 90 days and not be programmed for PCS, retirement, or discharge. One hundred ninety-six met the criteria for inclusion in the survey sample. Table 1 reflects the survey sample by major commands.

Survey Administration

Per agreement between USAFOMC and HQ AFISC, the booklets were managed by MAJCOM Chiefs of Safety, who administered job inventories to wing- and squadron-level FSOs. Job incumbents first completed the background section, then checked each task performed in his or her current job and, finally, used a 9-point scale to indicate the relative time spent on each task, compared to all other tasks performed. The rating scale ranged from 1 (very small amount of time spent) through 5 (about average time spent) to 9 (very large amount of time spent). All of a respondent's ratings were assumed to account for 100 percent of his or her worktime.

Task Factor Administration

Training Emphasis (TE). Chiefs of Safety were asked to determine which tasks should be emphasized in "structured training" for officers entering the flight safety officer job for the first time. These personnel, selected by MAJCOM staffs, were furnished a TE booklet listing the same 355 tasks as in the X-Prefix Officer Job Inventory Booklet. The rating officials were asked to rate each task on a 10-point scale (from no training required to extremely heavy emphasis required). Training emphasis is a rating of tasks indicating where emphasis should be placed in structured training for personnel entering the utilization field. Structured training is defined as training provided at resident technical schools, field training detachments (FTD), mobile training teams, formal on-the-job training (OJT), or any other organized training method.

TABLE 1
SURVEY SAMPLE

<u>MAJCOM</u>	<u>NUMBER RESPONDENTS</u>
TAC	87
MAC	43
SAC	20
ATC	19
PACAF	18
USAFE	7
AAC	<u>2</u>
TOTAL	196

The TE booklets were sent to all MAJCOMs having a flying mission. One hundred seven TE booklets were rated and returned. Of these, 83 were usable, for a usable return rate of 78 percent. The interrater reliability ratings or "rater agreement" met the OMC standard, indicating excellent agreement on what training is needed for entry-level Flight Safety Officers. For more detailed information please refer to the TRAINING ANALYSIS section of this report.

Data Processing and Analysis

Inventory data returned from the field were entered into the Air Force Human Resources Laboratory (AFHRL) computer at Brooks AFB TX. An automated job clustering program was used to organize jobs into similar types of work. This hierarchial grouping program is a basic part of the Comprehensive Occupational Data Analysis Program (CODAP) utilized for job analysis. Each individual job description in the sample was compared to every other job description in terms of the relative amount of time spent on the performance of similar tasks. Computer-generated job descriptions of each group were used to examine the structure of the field in terms of what tasks people were actually performing.

JOB ANALYSIS

The Flight Safety Officers grouped into one job with two variations. The two variations of the FSO jobs are typified by tasks associated with the types of investigations they were performing. The two variations of the job are Class A, B, and Interim Experienced FSOs and Class C and Minor Mishap Experienced FSOs. The duties of the two FSO variant groups are basically the same with the type of accident investigation (Class A and B or Class C) being the basic difference. Personnel in the Class A and B Group reflected not only experience in investigating Class A and B accidents, but also in Class C accident investigations. On the average, these officers perform twice as many tasks as members of the Class C group.

Table 2 lists tasks that are indicative of the differences in type of accident investigation tasks performed by both variant groups of respondents. Table 2 reflects percent members performing, with the senior group (Class A and B) first, the junior group (Class C) next, and the difference in percent members performing listed in the last column. Table 3 reflects differences in the two variant jobs by time spent on duties. The senior group spends 13 percent of their time on major accident investigative tasks as opposed to 2 percent of the junior group's time spent on these tasks. The junior group is spending 72 percent of their time on tasks associated with minor aircraft accident investigative tasks, performing day-to-day inspections and evaluations of the mission-support facilities, aircrew proficiency programs and conducting safety briefings as shown in Duties E, H, and J of Table 3. These duties account for 56 percent of the senior group's time. Table 4 shows the top tasks being performed by both variations.

TABLE 2
EXAMPLES OF DIFFERENCES IN TYPE OF ACCIDENT TASK PERFORMED BY
BOTH JOB VARIATIONS

	<u>CLASS A, B AND INTERIM INVESTIGATIVE EXPERIENCE</u>	<u>CLASS C AND MINOR INVESTIGATIVE EXPERIENCE</u>	<u>DIFFERENCE</u>
OBTAIN CREW INTERVIEWS ON CLASS A, B OR INTERIM INVESTIGATIONS	66%	11%	55%
CONDUCT CLASS A, B OR INTERIM INVESTIGATIONS	61%	11%	55%
WRITE MISHAP MESSAGES ON CLASS A, B, OR INTERIM INVESTIGATIONS	65%	10%	55%
RECONSTRUCT MISHAP SCENARIOS ON CLASS A, B, OR INTERIM INVESTIGATIONS	61%	8%	53%
PROTECT PHYSICAL EVIDENCE ON CLASS A, B, OR INTERIM INVESTIGATIONS	63%	10%	53%
OBTAIN EYEWITNESS STATEMENTS ON CLASS A, B, OR INTERIM INVESTIGATIONS	63%	11%	52%
COORDINATE WITH QUALITY ASSURANCE (QA) ON CLASS C OR SMALLER INVESTIGATIONS	100%	90%	10%
OBTAIN CREW INTERVIEWS ON CLASS C OR SMALLER INVESTIGATIONS	95%	87%	8%
RESPOND TO IN-FLIGHT EMERGENCIES (IFE) ON POTENTIAL CLASS C OR SMALLER INVESTIGATIONS	95%	89%	6%
WRITE MISHAP MESSAGES ON CLASS C OR SMALLER INVESTIGATIONS	97%	93%	4%
DETERMINE IF MISHAP IS REPORTABLE	99%	97%	2%
CONDUCT CLASS C OR SMALLER INVESTIGATIONS	96%	98%	-2%

TABLE 3
JOB VARIATIONS
TIME SPENT ON DUTIES

<u>DUTY JOB DESCRIPTION</u>		<u>CLASS A, B & INTERIM INVESTIGATIVE EXPERIENCE GROUP (N=109)</u>	<u>CLASS C & MINOR INVESTIGATIVE EXPERIENCE GROUP (N=61)</u>	<u>DIFFERENCE</u>
F	CLASS A, B AND INTERIM INV	13%	2%	11%
D	PRE-MISHAP ACTIVITIES	3%	1%	2%
A	GEN ADMIN RESPONSIBILITIES	10%	9%	1%
B	SUPERVISORY RESPONSIBILITIES	5%	4%	1%
C	SAFETY EDUCATION	4%	3%	1%
G	POST MISHAP ACTIVITIES	2%	1%	1%
I	MISHAP PREVENTION PROGRAM	6%	8%	-2%
J	SAFETY BRIEFINGS AND OTHER MEETINGS	8%	11%	-3%
E	CLASS C, HAP, NON-REPORTABLE AND OTHER INVESTIGATIONS	17%	21%	-4%
H	INSPECTION AND EVALUATIONS	31%	40%	-9%

TABLE 4
TOP TASKS PERFORMED BY BOTH JOB VARIATIONS

<u>TASK</u>	<u>CLASS A, B OR INTERIM INVESTIGATIVE EXPERIENCE</u>	<u>CLASS C OR MINOR INVESTIGATIVE EXPERIENCE</u>	<u>DIFFERENCE</u>
EVALUATE OR INSPECT AIRFIELD ENVIRONMENT, SUCH AS CONSTRUCTION, LIGHTING, MARKINGS, OR OBSTRUCTIONS	96%	82%	14%
COORDINATE WITH QUALITY ASSURANCE (QA) ON CLASS C OR SMALLER INVESTIGATIONS	100%	90%	10%
PREPARE FLIGHT SAFETY BRIEFINGS	96%	87%	9%
PREPARE WRITTEN CORRESPONDENCE	99%	92%	7%
DOCUMENT INSPECTION DISCREPANCIES	96%	89%	7%
CONDUCT FLIGHT SAFETY BRIEFINGS	96%	90%	6%
CONDUCT FOLLOW-UP SPOT INSPECTIONS OF PREVIOUSLY REPORTED DISCREPANCIES	95%	90%	5%
WRITE MISHAP MESSAGES ON CLASS C OR SMALLER INVESTIGATIONS	97%	93%	4%
PERFORM SPOT-INSPECTIONS	98%	95%	3%
DETERMINE IF MISHAP IS REPORTABLE	99%	97%	2%
CONDUCT CLASS C OR SMALLER INVESTIGATIONS	96%	98%	-2%
PERFORM SELF-INSPECTIONS	96%	98%	-2%

Another difference in the two variant groups of FSOs are the predominantly staff-type tasks being performed by the Class A and B Experienced Group. Example tasks are shown in Table 5.

Over 93 percent of the Class C and Minor Mishap Experienced Group of 61 people have between zero and 2 years Flight Safety experience, 60.7 percent have 1 year or less experience as an FSO, and 32.8 percent have more than 1 year and up to 2 years experience.

The Class A and B Experienced FSOs have been performing Flight Safety Officer duties for a longer period of time than the Class C Experienced FSOs. Almost 60 percent have 1 to 3 years experience. Table 6 shows a break-out by years of experience for the two different groups.

Table 7 shows year of graduation from the Flight Safety Officers course for both groups. Of the 196 Flight Safety Officers responding, 63 graduated in 1986. Of these, 28 are in the A and B experience groups, and 35 are in the Class C group. All other Flight Safety Officers completed the USAF Flight Officers Course during the preceding years.

Comparisons were made for other categories of people, such as, overseas vs CONUS, by rank, MAJCOMS, and organizational level. No important differences were noted. For example, the data were studied to determine the difference in wing- or squadron-level jobs. Wing personnel were spending more time on higher headquarters type tasks, such as coordinating on contingency plans or annexes, determining budget priorities, or performing staff assistance visits. Squadron-level FSOs were spending more time on daily inspections, hazardous air traffic reporting (HATR), inspections conducted on maintenance or weapons facilities, and preparing and presenting safety briefings. These differences were small when compared to the many tasks both groups shared. Table 8 shows background characteristics of job variation groups. Table 9 reflects the tasks performed by the total sample of Flight Safety Officers compared to entry level FSOs with 12 months or less experience. The percent members performing each task are virtually identical for both groups.

A small group of Numbered Air Force (NAF) and Major Command (MAJCOM) Flight Safety Officers (FSOs) were surveyed by mistake. These respondents grouped on the basis of commonality of tasks performed pertaining to staff assistance visits, program management, and issuance of directives.

JOB SATISFACTION

Over 85 percent of the personnel indicate they perform interesting jobs. Over 88 percent of FSOs indicate their jobs utilizes their talents very well. Eighty-eight percent of FSOs indicate their training was utilized at least fairly well or better.

TABLE 5
EXAMPLE STAFF TASKS PERFORMED BY CLASS A, B, & INTERIM
INVESTIGATIVE GROUP FSOs

<u>TASK STATEMENTS</u>	<u>CLASS A, B, & INTERIM INVESTIGATIVE EXPERIENCE</u>	<u>CLASS C & MINOR INVESTIGATIVE EXPERIENCE</u>	<u>DIFFERENCE</u>
COORDINATE ON OPERATIONS PLANS	72%	16%	56%
COORDINATE ON CONTINGENCY PLANS OR ANNEXES	83%	28%	55%
COORDINATE ON HOST-TENANT AGREEMENTS	70%	15%	55%
WRITE REPLIES TO EVALUATIONS OR INSPECTION REPORTS	81%	56%	25%
DEVELOP ORGANIZATIONAL CHARTS OR STRUCTURES	28%	8%	20%

TABLE 6
YEARS OF FSO EXPERIENCE

<u>YEARS EXPERIENCE</u>	<u>CLASS A, B & INTERIM INVESTIGATIVE EXPERIENCE</u>	<u>CLASS C & MINOR INVESTIGATIVE EXPERIENCE</u>
LESS THAN 1 YEAR	36%	61%
1-2 YEARS	46%	33%
2-3 YEARS	14%	7%
3-4 YEARS	3%	0
MORE THAN 4 YEARS	1%	0

TABLE 7
YEAR OF GRADUATION FROM FLIGHT SAFETY OFFICER COURSE

<u>YEAR OF COMPLETION</u>	<u>CLASS A, B, AND INTERIM</u>	<u>CLASS C AND MINOR</u>
1986	26%	57%
1985	32%	26%
1984	20%	7%
*	22%	10%

* Graduated prior to year 1984

TABLE 8
BACKGROUND CHARACTERISTICS OF JOB VARIATION GROUPS

	<u>CLASS A, B, OR INTERIM INVESTIGATIVE EXPERIENCE</u>	<u>CLASS C OR MINOR INVESTIGATIVE EXPERIENCE</u>
AVERAGE TASKS PERFORMED	206	101
AVERAGE MONTHS AS FSO (THIS TOUR)	17	11
AVERAGE MONTHS AS FSO (CAREER)	22	17
PERCENT MAJCOM - TAC	35	67
- MAC	19	15
- SAC	18	0
- ATC	11	8
- PACAF	11	5
- USAFE	5	3
- AAC	1	2
SATISFIED WITH JOB	84%	84%
JOB UTILIZED TALENTS WELL	89%	89%
JOB UTILIZED TRAINING WELL	89%	90%
SATISFIED WITH JOB ACCOMPLISHMENT	70%	72%

TABLE 9
ENTRY LEVEL AND TOTAL SAMPLE COMPARISONS

TASKS	TOTAL SAMPLE (N=196)	ENTRY LEVEL N=92)
PREPARE WRITTEN CORRESPONDENCE	96	97
DETERMINE IF MISHAP IS REPORTABLE	93	90
CONDUCT CLASS C OR SMALLER INVESTIGATIONS	91	92
PERFORM SELF-INSPECTIONS	91	91
PERFORM SPOT-INSPECTIONS	89	91
COORDINATE WITH QUALITY ASSURANCE ON CLASS C OR SMALLER INVESTIGATIONS	89	90
WRITE MISHAP MESSAGES ON CLASS C OR SMALLER INVESTIGATIONS	89	89
CONDUCT FLIGHT SAFETY BRIEFINGS	89	87
DOCUMENT INSPECTION DISCREPANCIES	89	87
PREPARE MATERIAL ON MISHAP REPORTS FOR FLIGHT SAFETY BRIEFINGS	87	84
PREPARE FLIGHT SAFETY BRIEFINGS	87	85
COORDINATE ON FINAL MESSAGE REPORTS ON CLASS C OR SMALLER INVESTIGATIONS	87	85

TRAINING ANALYSIS

Occupational survey data are one of the primary sources of information that can be used as a guide in developing education and training for officers in the first assignment to a utilization area, such as the Flight Safety Officer's job.

Training Emphasis (TE) data are secondary factors that can assist training personnel in deciding what tasks should be emphasized in structured or follow-up training. Experienced Chiefs of Safety have agreed on TE ratings assigned to tasks listed in Appendix A. The tasks with the highest TE ratings covered conducting major and minor aircraft investigations, presenting flight safety briefings, obtaining eyewitness statements and coordinating efforts of interim and final board proceedings. These tasks are rank-ordered from high to low in training emphasis and are considered important for first assignment Flight Safety Officers job. The TE document, Appendix A, not only contains a rank-ordering of these tasks, but also contains percent of sample performing each task. Ratings provided by these experts yielded an average TE rating of 3.30, with a standard deviation of 1.67. Tasks having a rating of 4.97 (average TE rating plus one standard deviation) or more are prime candidates for inclusion in the Flight Safety Officers course. For example, tasks receiving high TE ratings ranging from 7.63 to 4.97 accompanied by moderate to high percent of personnel performing most likely warrant inclusion in FSO formal course. Lower task factor ratings (below 4.97) with low percentage performing may be more appropriately taught by OJT method. These decisions must be weighed against criticality of the task, regardless of percent members performing.

An additional factor which must be considered in evaluating training include the overall description of the job being performed by Flight Safety Officers. For the purposes of determining training requirements, the two variations of the Flight Safety Officers job, centered around the type of investigative experience performed, may be ignored. Since the variations of the Flight Officer's job are the result of conducting a major accident investigation opposed to a minor investigation, recommend FSOs be trained to perform the entire spectrum of the job. It cannot be predicted when one type or another investigation might need to be performed.

SUMMARY AND IMPLICATIONS

Although traditional job analysis techniques were used in this analysis, the overall study is atypical, and this report is abbreviated for the following reasons. The FSO population and this sample contain a relatively small number of cases. Also, the target population was very restricted on several parameters, including rank, organizational level, and major command. In general, there is very little variation in the performance of FSO duties and additionally, the focus of the study request is on training. Because the FSO course is contractor-taught the traditional documents upon which OMC's training analysis is based are absent.

The target population surveyed was squadron and wing level flight safety officers. There is very little difference in tasks performed by the FSOs based on job performed or comparisons of overseas vs CONUS, grade, MAJCOMS, or organizational level groups.

The largest difference in jobs is the variations created by the type of accident investigation experience possessed by the respondent. Analysis concluded these job variations are largely artificial, being primarily due to opportunity alone, i.e., the chance of a major Class A or B accident occurring in the first year of assignment. FSOs having more experience in the flight safety job are performing the full spectrum of the job, including those tasks associated with Class A, B, and C accidents or interim investigations. More junior officers perform Class C investigations, but tend not to perform Class A or B investigations.

Recommend FSOs be trained to perform the entire spectrum of the job because it cannot be predicted when one type or another investigation might need to be performed.

APPENDIX A

X-Prefix Flight Safety Officer tasks are presented in descending order of first-assignment training emphasis ratings, together with the percent of Flight Safety Officers performing tasks.

Training emphasis ratings were collected from 83 experienced Chiefs of Safety Officers who worked in a variety of commands and locations. These officers rated job inventory tasks on a 10-point scale ranging from 0 (no training required) to 9 (extremely heavy training recommended). Raters had high agreement as to which tasks require some form of structured education during the FSO Course. In this specialty, the average training emphasis rating was 3.30, with a standard deviation of 1.67. Tasks rated above 4.97 are high in training emphasis and should be considered for FSO Course inclusion. Tasks rated below average generally are not trained in formal education courses. In deciding whether to include tasks in training, consider the fact that training emphasis ratings capture elements of task criticality, as well as percent of first-assignment personnel performing and the relative difficulty of tasks.

TRAINING EMPHASIS

TASKS	TRNG EMPH	TOTAL FCP
F158 CONDUCT CLASS A, B, OR INTERIM INVESTIGATIONS	7.63	39.3
E104 CONDUCT CLASS C OR SMALLER INVESTIGATIONS	7.60	91.3
F159 CONDUCT INTERIM ON-SCENE INVESTIGATIONS	7.43	35.7
F196 OBTAIN CREW INTERVIEWS ON CLASS A, B, OR INTERIM INVESTIGATIONS	7.08	42.3
F209 WRITE MISHAP MESSAGES ON CLASS A, B, OR INTERIM INVESTIGATIONS	7.07	41.3
F197 OBTAIN EYEWITNESS STATEMENTS ON CLASS A, B, OR INTERIM INVESTIGATIONS	7.04	40.8
E143 WRITE MISHAP MESSAGES ON CLASS C OR SMALLER INVESTIGATIONS	6.95	88.8
F156 ASSIST IN PREPARING FORMAL REPORTS	6.87	36.7
E118 DETERMINE IF MISHAP IS REPORTABLE	6.82	93.4
J353 PREPARE FLIGHT SAFETY BRIEFINGS	6.77	87.2
J352 CONDUCT FLIGHT SAFETY BRIEFINGS	6.58	88.8
F157 BRIEF FORMAL BOARD MEMBERS ON RESPONSIBILITIES	6.51	37.2
F162 COORDINATE EFFORTS OF INTERIM BOARD MEMBERS	6.35	36.2
F161 COORDINATE EFFORTS OF FORMAL BOARD MEMBERS	6.29	33.7
H300 PERFORM ANNUAL INSPECTIONS	6.24	79.6
J354 PREPARE MATERIAL ON MISHAP REPORTS FOR FLIGHT SAFETY BRIEFINGS	6.20	87.2
F204 RECONSTRUCT MISHAP SCENARIOS ON CLASS A, B, OR INTERIM INVESTIGATIONS	6.19	37.2
F200 PROTECT PHYSICAL EVIDENCE ON CLASS A, B, OR INTERIM INVESTIGATIONS	6.13	38.8
F116 COORDINATE WITH QUALITY ASSURANCE (QA) ON CLASS C OR SMALLER INVESTIGATIONS	6.11	89.3
F155 ASSIST IN ESTABLISHING INTERIM BOARDS	6.08	36.7
H302 PERFORM SPOT-INSPECTIONS	6.05	89.3
H224 DEVELOP INSPECTION CHECKLISTS	6.01	66.3
I314 CONDUCT HAZARDOUS AIR TRAFFIC REPORT (HATR) INVESTIGATIONS	5.94	71.4
E117 DETERMINE DAMAGE COST ESTIMATES ON CLASS C OR SMALLER INVESTIGATIONS	5.93	77.6
F179 DIRECT PHOTOGRAPHER AT MISHAP SITES ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.93	41.8
F154 ASSIST BOARD PRESIDENT IN PREPARING CC BRIEFINGS ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.88	30.1
G211 ASSIST BOARD PRESIDENT TO PREPARE CC BRIEFINGS DURING POST MISHAP ACTIVITIES	5.80	34.2
F180 DRAW CRASH SITE DIAGRAMS	5.77	28.6
C73 CONDUCT ADFS0 TRAINING	5.74	74.0
I319 DEVELOP MID-AIR COLLISION AVOIDANCE (MACA) PROGRAMS	5.74	45.0

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
H301 PERFORM SELF-INSPECTIONS	5.71	91.3
F207 SECURE APPROPRIATE SAMPLES OF PERISHABLE EVIDENCE, SUCH AS FLUIDS ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.70	35.2
C82 PROVIDE ANNUAL TRAINING FOR POTENTIAL MISHAP BOARD MEMBERS	5.68	61.2
H226 DOCUMENT INSPECTION DISCREPANCIES	5.65	88.8
I327 WRITE HATR MESSAGES	5.64	66.8
H220 CONDUCT FOLLOW-UP SPOT INSPECTIONS OF PREVIOUSLY REPORTED DISCREPANCIES	5.63	86.7
H263 EVALUATE OR INSPECT HAZARDOUS AIR TRAFFIC REPORTING (HATR) SYSTEMS	5.41	73.5
F194 OBTAIN ALL VOICE AND RADAR RECORDED DATA, SUCH AS ATC, AWACS, OR RANGE, ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.30	37.2
G212 CLOSE OUT MISHAP REPORTS	5.30	51.5
B56 DIRECT TREND ANALYSIS ACTIVITIES	5.29	53.1
I313 CONDUCT BIRD AIR STRIKE HAZARD (BASH) PROGRAMS	5.28	53.1
E105 COORDINATE ON FINAL MESSAGE REPORTS ON CLASS C OR SMALLER INVESTIGATIONS	5.26	87.2
F169 COORDINATE REQUESTS FOR TECHNICAL EXPERTISE ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.25	33.7
F178 DETERMINE DAMAGE COST ESTIMATES ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.25	30.1
F198 OBTAIN OR RECOVER ALL ON-BOARD RECORDING DEVICES ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.25	25.0
F206 RESPOND TO IN-FLIGHT EMERGENCIES (IFE) THAT ARE POTENTIAL CLASS A OR B MISHAPS	5.20	53.1
H282 EVALUATE OR INSPECT SUBORDINATE UNIT SAFETY PROGRAMS	5.20	66.8
D96 DEVELOP AND MAINTAIN MISHAP RESPONSE KITS	5.19	57.7
E138 RECONSTRUCT MISHAP SCENARIOS ON CLASS C OR SMALLER INVESTIGATIONS	5.19	67.9
F168 COORDINATE REQUESTS FOR CONTRACTOR REPRESENTATION ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.19	24.5
F202 QUALITY CONTROL OUTPUTS OF MISHAP BOARDS	5.16	27.6
E106 COORDINATE ON MISHAP MESSAGES ON CLASS C OR SMALLER INVESTIGATIONS	5.14	85.7
F187 ENSURE MAINTENANCE EQUIPMENT IS IMPOUNDED ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.14	32.1
F181 ENSURE AIRCRAFT MAINTENANCE RECORDS ARE IMPOUNDED OR REVIEWED ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.10	42.3
F182 ENSURE AIRCREW FLIGHT RECORDS ARE IMPOUNDED OR REVIEWED ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.10	41.8
H286 EVALUATE OR INSPECT UNIT FLIGHT SAFETY REPORTING PROCEDURES	5.10	69.4

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
F190 ENSURE THE INITIAL NOTIFICATION OF HIGHER HQ ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.08	34.2
J355 WRITE MINUTES OF FLIGHT SAFETY BRIEFINGS	5.07	68.4
H228 EVALUATE BIRD HAZARDS	5.06	61.7
E132 OBTAIN CREW INTERVIEWS ON CLASS C OR SMALLER INVESTIGATIONS	5.05	84.2
F164 COORDINATE ON FINAL MESSAGE REPORTS ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.05	33.7
F176 COORDINATE WITH QUALITY ASSURANCE (QA) ON CLASS A, B, OR INTERIM INVESTIGATIONS	5.02	33.7
H245 EVALUATE OR INSPECT AIRFIELD ENVIRONMENT, SUCH AS CONSTRUCTION, LIGHTING, MARKINGS, OR OBSTRUCTIONS	5.00	81.6
H295 MAINTAIN SPOT INSPECTION LOGS	4.99	85.2
F183 ENSURE AIRCREW MEDICAL RECORDS ARE IMPOUNDED OR REVIEWED ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.98	39.3
I318 DEVELOP BASH PROGRAMS	4.96	41.8
F165 COORDINATE ON MISHAP MESSAGES ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.93	37.8
H307 WRITE FORMAL REPORT OF ANNUAL INSPECTIONS	4.89	67.9
D101 WRITE INVESTIGATION CHECKLISTS	4.88	44.4
H225 DEVELOP SPOT INSPECTION SCHEDULES	4.87	68.4
H269 EVALUATE OR INSPECT MISHAP RESPONSE PLANS	4.87	63.3
H303 PERFORM STAFF ASSISTANCE VISITS	4.86	49.5
G219 TRACK RESPONSES TO MISHAP REPORT RECOMMENDATIONS	4.83	49.5
G221 COORDINATE INSPECTIONS WITH OTHER SAFETY ACTIVITIES, SUCH AS GROUND, WEAPONS, OR SYSTEMS	4.78	73.5
E136 PROTECT PHYSICAL EVIDENCE ON CLASS C OR SMALLER INVESTIGATIONS	4.77	65.3
E119 DIRECT PHOTOGRAPHER AT MISHAP SITE FOR CLASS C OR SMALLER INVESTIGATIONS	4.76	74.0
E133 OBTAIN EYEWITNESS STATEMENTS ON CLASS C OR SMALLER INVESTIGATIONS	4.74	60.7
F186 ENSURE LIFE SUPPORT RECORDS ARE IMPOUNDED OR REVIEWED ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.72	35.7
G216 MAINTAIN MISHAP TRACKING OR STATUS BOARDS	4.69	46.4
F189 ENSURE PRESENCE OF SPECIALIST SUPPORT, SUCH AS MAINTENANCE ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.68	34.7
F191 IDENTIFY POTENTIAL BOARD MEMBERS	4.66	43.9
F205 RESPOND TO COMMAND POST NOTIFICATIONS ON CLASS A OR B MISHAPS	4.63	37.8
E141 SECURE SAMPLES OF PERISHABLE EVIDENCE, SUCH AS FLUIDS ON CLASS C OR SMALLER INVESTIGATIONS	4.60	55.6
G217 PREPARE ENDORSEMENTS (CONCUR/NONCONCUR/CONCUR IN PART)	4.60	21.4

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
F184 ENSURE CRASH SITE SECURITY	4.58	30.1
F195 OBTAIN COPIES OF WEATHER REPORT AT TIME OF MISHAPS ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.58	39.3
H243 EVALUATE OR INSPECT AIRCRAFT PARKING, RECOVERY, OR GROUND HANDLING PROCEDURES	4.58	80.1
H262 EVALUATE OR INSPECT HAZARD REPORTING PROCEDURES OR FILES	4.58	70.4
F153 ASSIGN OPR FOR MISHAP REPORT RECOMMENDATIONS ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.55	21.9
I315 CONDUCT SAFETY AWARDS PROGRAMS	4.55	74.0
H242 EVALUATE OR INSPECT AIRCRAFT PARKING PLANS	4.54	64.3
H268 EVALUATE OR INSPECT MATERIEL DEFICIENCY REPORTING (MDR) SYSTEMS	4.54	57.7
H259 EVALUATE OR INSPECT FOREIGN OBJECT DAMAGE (FOD) CONTROL EQUIPMENT OR PROCEDURES	4.49	69.9
H275 EVALUATE OR INSPECT SAFETY AWARDS PROGRAMS	4.49	68.9
F203 RECOMMEND PERSONNEL FOR TOXICOLOGICAL TESTING ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.48	33.2
G215 MAINTAIN MISHAP CASE FILES OR FOLDERS	4.48	50.5
H238 EVALUATE OR INSPECT AIR TRAFFIC CONTROL (ATC) FACILITIES OR PROCEDURES	4.47	70.1
H298 MONITOR CORRECTIVE ACTIONS TO INSPECTION DISCREPANCIES	4.46	62.8
F170 COORDINATE WITH AUDIOVISUAL PERSONNEL FOR PHOTOGRAPHIC SUPPORT ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.45	36.7
F188 ENSURE PRESENCE OF EXPLOSIVE ORDNANCE DISPOSAL (EOD) SPECIALISTS ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.45	27.0
B48 ACT AS CHIEF OF SAFETY (WHEN CHIEF IS ABSENT)	4.42	66.8
H229 EVALUATE COMMANDER SUPPORT OF FLYING SAFETY	4.41	70.4
D102 WRITE MISHAP OR DISASTER RESPONSE PLANS	4.40	37.8
H266 EVALUATE OR INSPECT MAINTENANCE PROCEDURES	4.34	73.0
F163 COORDINATE FORMAL REPORT WITH STAFF ACTIVITIES	4.32	26.5
E140 RESPOND TO IN-FLIGHT EMERGENCIES (IFE) ON POTENTIAL CLASS C OR SMALLER INVESTIGATIONS	4.31	86.2
F160 COORDINATE BOARD BRIEFINGS WITH HIGHER HQ	4.30	24.0
F199 PARTICIPATE IN NTSB OR FAA ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.29	11.2
A21 ESTABLISH OR MAINTAIN CONTINUITY FOLDERS	4.26	82.1
E110 COORDINATE REQUESTS FOR TECHNICAL EXPERTISE ON CLASS C OR SMALLER INVESTIGATIONS	4.25	58.7
H232 EVALUATE DEPLOYMENT PROCEDURES	4.25	58.7
D87 COORDINATE ON MISHAP OR DISASTER RESPONSE PLANS	4.23	60.2
F208 TRANSLATE OR TRANSCRIBE WITNESS STATEMENTS OR INTERVIEWS ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.23	27.6
H240 EVALUATE OR INSPECT AIRCRAFT DISASTER EXERCISES	4.23	50.0

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
F167 COORDINATE RECOVERY OR TREATMENT OF MISHAP AIRCREWS ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.20	21.9
C74 CONDUCT FSO CONTINUATION TRAINING	4.18	43.4
H289 EVALUATE OR REVIEW AIRFIELD WAIVERS	4.17	50.5
E103 ASSIGN OPR FOR MISHAP REPORT RECOMMENDATIONS ON CLASS C OR SMALLER INVESTIGATIONS	4.14	61.2
F175 COORDINATE WITH OTHER AGENCIES, SUCH AS USA, USN, USMC, FAA, OR NTSB ON CLASS A, B, OR INTERIM INVESTIGATIONS	4.14	19.9
E137 RECOMMEND PERSONNEL FOR TOXICOLOGICAL TESTING ON CLASS C OR SMALLER INVESTIGATIONS	4.07	63.3
H306 VALIDATE INSPECTION FINDINGS WITH OPR	4.05	55.1
I324 PREPARE SAFETY AWARD NOMINATION PACKAGES	4.05	73.0
H223 DEVELOP ANNUAL INSPECTION SCHEDULES	3.99	59.7
H254 EVALUATE OR INSPECT CRASH RESCUE RESPONSE EQUIPMENT OR PROCEDURES	3.92	62.2
H222 COORDINATE WITH SUBORDINATE UNITS ON STAFF ASSISTANCE VISITS	3.90	57.1
F192 MAKE TELEPHONIC UPDATES TO HIGHER HQ ON CLASS A, B, OR INTERIM INVESTIGATIONS	3.89	39.3
G218 REVIEW HIGHER HQ AND AFISC ENDORSEMENTS	3.87	35.7
H273 EVALUATE OR INSPECT RUNWAY OR TAXIWAY USE BY VEHICLES	3.84	74.0
H305 UPDATE INSPECTION CHECKLISTS	3.84	78.1
F210 WRITE NARRATIVE FOR MATERIEL DEFICIENCY REPORTS (MDR) ON CLASS A, B, OR INTERIM INVESTIGATIONS	3.81	16.3
H244 EVALUATE OR INSPECT AIRCRAFT SERVICING EQUIPMENT OR PROCEDURES	3.79	72.4
G213 COORDINATE WITH LEGAL PERSONNEL ON POST MISHAP ISSUES	3.78	21.9
F177 COORDINATE WITH SECURITY POLICE FOR MISHAP SUPPORT ON CLASS A, B, OR INTERIM INVESTIGATIONS	3.77	25.5
C71 ATTEND COMPUTER TRAINING	3.75	16.8
H233 EVALUATE EGRESS AND LIFE SUPPORT TRAINING	3.75	74.0
C72 ATTEND FSO CONTINUATION TRAINING	3.74	39.8
F173 COORDINATE WITH LEGAL PERSONNEL ON CLASS A, B, OR INTERIM INVESTIGATIONS	3.74	23.5
H235 EVALUATE OR INSPECT AERO CLUB OPERATIONS	3.74	25.0
A45 WRITE REPLIES TO EVALUATIONS OR INSPECTION REPORTS	3.72	68.9
H265 EVALUATE OR INSPECT MAINTENANCE FACILITIES	3.71	74.5
F185 ENSURE FORMAL REPORTS ARE REPRODUCED	3.70	27.0
H239 EVALUATE OR INSPECT AIRCRAFT BARRIERS OR ARRESTING SYSTEMS	3.69	54.6
H241 EVALUATE OR INSPECT AIRCRAFT HOT-PIT REFUELING PROCEDURES	3.68	34.7
H299 OUT-BRIEF UNIT COMMANDER AFTER ANNUAL INSPECTIONS	3.63	61.7
I316 CONDUCT SITE SURVEYS	3.63	33.7

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
E121 ENSURE AIRCRAFT MAINTENANCE RECORDS ARE IMPOUNDED OR REVIEWED ON CLASS C OR SMALLER INVESTIGATIONS	3.59	64.8
H309 WRITE REPORTS OF STAFF ASSISTANCE VISIT	3.58	42.3
H293 IN-BRIEF UNIT COMMANDER DURING ANNUAL INSPECTIONS	3.54	61.2
I311 BRIEF AT NEWCOMER'S ORIENTATION ABOUT LOCAL FLYING CONDITIONS	3.54	56.6
E108 COORDINATE RECOVERY OR TREATMENT OF MISHAP AIRCREWS ON CLASS C OR SMALLER INVESTIGATIONS	3.53	53.1
E134 OBTAIN OR RECOVER ALL ON-BOARD RECORDING DEVICES ON CLASS C OR SMALLER INVESTIGATIONS	3.53	29.1
E139 RESPOND TO COMMAND POST NOTIFICATIONS ON POTENTIAL CLASS C OR SMALLER INVESTIGATIONS	3.51	78.6
E120 DRAFT NARRATIVE FOR MATERIEL DEFICIENCY REPORT (MDR) ON CLASS C OR SMALLER INVESTIGATIONS	3.48	36.7
F201 PROVIDE NECESSARY SUPPLIES FOR FORMAL BOARD MEMBERS DURING CLASS A OR B INVESTIGATIONS	3.48	29.6
H261 EVALUATE OR INSPECT GEOGRAPHICALLY SEPARATED UNITS (GSU), DETACHMENTS, OR FORWARD OPERATING LOCATIONS (FOL)	3.48	32.7
E130 OBTAIN ALL VOICE AND RADAR RECORDED DATA, SUCH AS ATC, AWACS, OR RANGE, ON CLASS C OR SMALLER INVESTIGATIONS	3.42	57.7
H310 WRITE SAFETY EVALUATION OR INSPECTION REPORTS OTHER THAN FORMAL ANNUAL INSPECTION REPORTS	3.40	44.9
F151 ARRANGE OR CONTRACT FOR WATER RECOVERY OPERATIONS	3.39	10.7
E111 COORDINATE WITH AUDIOVISUAL PERSONNEL FOR PHOTOGRAPHIC SUPPORT ON CLASS C OR SMALLER INVESTIGATIONS	3.37	66.3
F171 COORDINATE WITH HOST NATION SAFETY REPRESENTATIVES ON CLASS A, B, OR INTERIM INVESTIGATIONS	3.34	7.7
H283 EVALUATE OR INSPECT SUPERVISOR OF FLYING (SOF) EQUIPMENT OR PROGRAMS	3.34	61.2
J346 ATTEND SAFETY COUNCIL MEETINGS	3.34	75.5
F146 ARRANGE FOR AERIAL PHOTOGRAPHIC SUPPORT	3.32	23.5
J335 ATTEND AIRFIELD INSPECTION AND WAIVER REVIEW MEETINGS	3.32	36.2
H237 EVALUATE OR INSPECT AIR INSTALLATION COMPATIBILITY USE ZONE PROGRAMS	3.31	27.0
J338 ATTEND FOD MEETINGS	3.31	75.5
F147 ARRANGE FOR CRASH SITE COMMUNICATIONS	3.30	16.3
H231 EVALUATE CREW MISSION BRIEFINGS	3.28	74.0
J332 ATTEND AIR TRAFFIC CONTROL BOARD MEETINGS	3.26	60.7
E115 COORDINATE WITH OTHER AGENCIES, SUCH AS USA, USN, USMC, FAA, OR NTSB, ON CLASS C OR SMALLER INVESTIGATIONS	3.25	50.5
E126 ENSURE MAINTENANCE EQUIPMENT IS IMPOUNDED ON CLASS C OR SMALLER INVESTIGATIONS	3.25	55.6
H248 EVALUATE OR INSPECT BASE OPERATIONS	3.25	64.8

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
H284 EVALUATE OR INSPECT TRANSIENT AIRCRAFT MAINTENANCE PROCEDURES	3.24	44.9
H230 EVALUATE CREW COORDINATION	3.23	53.1
C84 SCHEDULE ANNUAL TRAINING FOR POTENTIAL MISHAP BOARD MEMBERS	3.22	58.2
D100 OBTAIN NECESSARY SUPPLIES FOR FORMAL BOARD MEMBERS PRIOR TO MISHAP	3.22	41.8
H258 EVALUATE OR INSPECT FLIGHT ROUTES, SUCH AS LOW LEVEL OR TRAINING ROUTES	3.22	57.1
E122 ENSURE AIRCREW FLIGHT RECORDS ARE IMPOUNDED OR REVIEWED ON CLASS C OR SMALLER INVESTIGATIONS	3.18	49.0
F174 COORDINATE WITH LOCAL GOVERNMENT OFFICIALS ON CLASS A, B, OR INTERIM INVESTIGATIONS	3.18	15.3
H252 EVALUATE OR INSPECT COMBAT QUICK TURN PROCEDURES	3.18	40.3
H267 EVALUATE OR INSPECT MAINTENANCE RECORDS	3.18	51.5
I312 COMPILE OR FORWARD SEMI-ANNUAL BIRD STRIKE STATISTICS	3.17	50.0
E109 COORDINATE REQUESTS FOR CONTRACTOR REPRESENTATION ON CLASS C OR SMALLER INVESTIGATIONS	3.16	27.6
E131 OBTAIN COPIES OF WEATHER REPORT AT TIME OF MISHAPS ON CLASS C OR SMALLER INVESTGATIONS	3.15	61.2
H234 EVALUATE IN-FLIGHT CREW PERFORMANCE	3.15	61.7
I325 REVIEW AND DISTRIBUTE DAILY MESSAGE TRAFFIC	3.13	81.1
A33 PREPARE WRITTEN CORRESPONDENCE	3.10	95.9
H276 EVALUATE OR INSPECT SAFETY MEETING ATTENDANCE	3.10	75.0
H304 REVIEW PAST RECORDS PRIOR TO INSPECTIONS OR STAFF ASSISTANCE VISITS	3.10	82.1
D98 MAKE ARRANGEMENTS FOR CRASH SITE COMMUNICATIONS PRIOR TO MISHAP	3.08	20.4
B70 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	3.02	65.3
H260 EVALUATE OR INSPECT FUNCTIONAL CHECK FLIGHT (FCF) PROCEDURES	3.02	40.8
J345 ATTEND SAFETY CONFERENCES	3.01	59.7
H281 EVALUATE OR INSPECT SQUADRON NEWCOMER ORIENTATION TRAINING	3.00	69.9
E135 PARTICIPATE WITH NTSB OR FAA ON CLASS C OR SMALLER INVESTIGATIONS	2.99	29.1
J336 ATTEND BASH MEETINGS	2.96	40.8
A40 WRITE DIRECTIVES, SUCH AS OI, REGULATIONS, OR CHECKLISTS	2.95	57.1
J341 ATTEND MACA BOARD MEETINGS	2.95	31.6
J328 ARRANGE FOR GUEST SPEAKERS	2.94	65.3
H272 EVALUATE OR INSPECT RANGE FACILITIES	2.92	27.6
C86 WRITE LESSON PLANS	2.89	30.1
B55 DIRECT COMPUTER ACTIVITIES	2.88	36.2

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
H264 EVALUATE OR INSPECT LIFE SUPPORT EQUIPMENT OR PROCEDURES	2.87	67.3
E123 ENSURE AIRCREW MEDICAL RECORDS ARE IMPOUNDED OR REVIEWED ON CLASS C OR SMALLER INVESTIGATIONS	2.85	47.4
F150 ARRANGE MEETING FACILITIES FOR FORMAL BOARD MEMBERS	2.85	27.0
J350 ATTEND SYSTEM SAFETY GROUP MEETINGS	2.84	27.0
H256 EVALUATE OR INSPECT FLIGHT PLANNING FACILITIES	2.83	66.8
F148 ARRANGE FOR WORD PROCESSING SUPPORT FOR FORMAL BOARD MEMBERS	2.79	26.5
F172 COORDINATE WITH HOST NATION SECURITY FORCES FOR MISHAP SUPPORT ON CLASS A, B, OR INTERIM INVESTIGATIONS	2.78	6.1
H236 EVALUATE OR INSPECT AEROMEDICAL SERVICES	2.76	37.8
G214 COORDINATE WITH LOCAL GOVERNMENT OFFICIALS ON POST MISHAP ISSUES	2.75	10.2
H291 EVALUATE THEATRE INDOCTRINATION PROGRAMS FOR AIRCREWS	2.75	24.0
I326 VISIT CIVILIAN FLYING LOCATIONS	2.75	40.3
H270 EVALUATE OR INSPECT NUCLEAR SURETY PROCEDURES	2.74	13.3
C79 DEVELOP TRAINING MATERIALS	2.72	45.4
E128 ENSURE PRESENCE OF SPECIALIST SUPPORT, SUCH AS MAINTENANCE ON CLASS C OR SMALLER INVESTIGATIONS	2.71	54.1
E124 ENSURE INITIAL NOTIFICATION OF HIGHER HQ ON CLASS C OR SMALLER INVESTIGATIONS	2.70	64.8
A11 COORDINATE WITH HIGHER HEADQUARTERS ON POLICIES, PROCEDURES, OR PUBLICATIONS	2.68	50.5
H274 EVALUATE OR INSPECT RUNWAY SUPERVISORY UNIT (RSU) PROGRAMS	2.68	49.5
F152 ARRANGE TRANSPORTATION TO CRASH SITES ON CLASS A, B, OR INTERIM INVESTIGATIONS	2.66	23.0
H251 EVALUATE OR INSPECT COCKPIT PROCEDURE TRAINERS OR PROGRAMS	2.66	39.8
D99 MAKE ARRANGEMENTS FOR TRANSPORTATION TO CRASH SITE PRIOR TO MISHAP	2.65	24.5
I317 COORDINATE WITH FAA ON SAFETY BRIEFINGS TO CIVILIAN AIRPORTS	2.65	33.7
I323 PARTICIPATE IN BASE OPEN-HOUSES	2.64	46.4
C78 DETERMINE TRAINING OBJECTIVES	2.61	35.7
H253 EVALUATE OR INSPECT COMMAND POST EMERGENCY RESPONSE PROCEDURES	2.60	37.2
A4 COORDINATE ON HOST-TENANT AGREEMENTS	2.58	48.5
E142 TRANSLATE OR TRANSCRIBE WITNESS STATEMENTS OR INTERVIEWS ON CLASS C OR SMALLER INVESTIGATIONS	2.57	44.4
H288 EVALUATE OR INSPECT WEATHER STATION FACILITIES	2.54	53.6
A16 DEVELOP AND IMPLEMENT SUSPENSE SYSTEMS AS APPROPRIATE	2.53	52.6
I321 MONITOR AIRCREW SCHEDULING	2.53	51.5

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
E125 ENSURE LIFE SUPPORT RECORDS ARE IMPOUNDED OR REVIEWED ON CLASS C OR SMALLER INVESTIGATIONS	2.49	37.2
H287 EVALUATE OR INSPECT WEAPONS LOADING AREAS AND PROCEDURES	2.43	29.6
H297 MONITOR AIRCREW SCHEDULING	2.42	55.6
H280 EVALUATE OR INSPECT SNOW REMOVAL EQUIPMENT OR PROCEDURES	2.41	25.5
F193 NOTIFY HOST COUNTRY OF AIRCRAFT MISHAPS	2.39	5.6
H290 EVALUATE PHYSIOLOGICAL TRAINING	2.39	30.6
J340 ATTEND LOCAL AREA CIVILIAN FLIGHT SAFETY COMMITTEE MEETINGS	2.39	16.3
D95 COORDINATE WITH SECURITY POLICE FOR MISHAP SUPPORT PRIOR TO MISHAP	2.37	28.1
D91 COORDINATE WITH CLINIC PERSONNEL FOR MEDICAL SUPPORT PRIOR TO MISHAP	2.32	36.7
H279 EVALUATE OR INSPECT SIMULATOR PROGRAMS	2.32	29.1
H249 EVALUATE OR INSPECT BRAKING ACTION MEASUREMENT PROCEDURES	2.31	18.9
H347 ATTEND STAFF MEETINGS	2.31	78.6
A39 WRITE CONTINGENCY PLANS AND ANNEXES	2.29	27.0
D89 COORDINATE WITH AUDIOVISUAL PERSONNEL FOR PHOTOGRAPHIC SUPPORT PRIOR TO MISHAP	2.29	41.8
D97 FORWARD LIST OF POTENTIAL BOARD MEMBERS	2.29	64.3
H296 MONITOR AIRCREW EVALUATION PROGRAMS	2.29	30.1
J349 ATTEND STAND-UPS	2.29	79.1
D90 COORDINATE WITH BASE FIRE PERSONNEL FOR MISHAP SUPPORT PRIOR TO MISHAP	2.28	39.8
H292 EVALUATE WEATHER BRIEFINGS	2.28	50.5
H308 WRITE LETTERS OF NOTIFICATION FOR UNIT ANNUAL INSPECTIONS	2.28	55.6
J342 ATTEND MAINTENANCE QA MEETINGS	2.28	21.4
E113 COORDINATE WITH LEGAL PERSONNEL ON CLASS C OR SMALLER INVESTIGATIONS	2.25	18.4
F149 ARRANGE LOCAL TRANSPORTATION SUPPORT FOR FORMAL BOARD MEMBERS	2.25	27.0
H278 EVALUATE OR INSPECT SIMULATOR FACILITIES	2.24	33.2
A44 WRITE POSITION OR TALKING PAPERS	2.22	58.7
E127 ENSURE PRESENCE OF EXPLOSIVE ORDINANCE DISPOSAL (EOD) SPECIALISTS ON CLASS C OR SMALLER INVESTIGATIONS	2.22	23.0
E129 MAKE TELEPHONIC REPORT TO HIGHER HQ ON CLASS C OR SMALLER INVESTIGATIONS	2.21	54.6
C80 DIRECT TRAINING ACTIVITIES	2.19	37.2
I320 MAINTAIN CURRENT CHARTS OF AIRSPACE RESTRICTIONS AND FLYING ROUTES	2.19	32.7
A10 COORDINATE ON WRITTEN CORRESPONDENCE	2.17	85.2
D94 COORDINATE WITH LOCAL GOVERNMENT OFFICIALS PRIOR TO MISHAP	2.15	18.9

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
H255 EVALUATE OR INSPECT ENGINE-RUNNING OFF-LOAD PROCEDURES	2.15	26.0
J344 ATTEND SAFETY AWARDS PROGRAMS	2.13	41.3
A7 COORDINATE ON OPERATIONS PLANS	2.12	50.5
J343 ATTEND PRECONSTRUCTION CONFERENCES	2.12	27.0
A25 EVALUATE SUGGESTIONS	2.10	57.7
A3 COORDINATE ON CONTINGENCY PLANS OR ANNEXES	2.08	60.2
H247 EVALUATE OR INSPECT ALERT PROCEDURES	2.05	20.9
A41 WRITE INPUTS FOR OPERATING GUIDES OR PUBLICATIONS, SUCH AS MANUALS, REGULATIONS, OR PAMPHLETS	2.02	54.6
H246 EVALUATE OR INSPECT ALERT FACILITIES	2.01	19.4
J330 ATTEND AERO CLUB SAFETY MEETINGS	2.01	20.4
J348 ATTEND STAN-EVAL OR TRAINING REVIEW PANELS	2.01	43.9
A38 SUPPORT HOST-TENANT AGREEMENTS	2.00	44.9
A2 COMPILE INFORMATION FOR STAFF STUDIES	1.99	69.4
F285 EVALUATE OR INSPECT TRANSIENT AIRCREW FACILITIES	1.98	28.1
A42 WRITE INPUTS FOR RECURRING PUBLICATIONS, SUCH AS MAGAZINES, NEWSPAPERS, OR BULLETINS	1.96	45.4
A47 WRITE STAFF STUDY REPORTS	1.96	3.62
A30 OBTAIN COORDINATION ON DIRECTIVES, SUCH AS OI, REGULATIONS, OR CHECKLISTS	1.94	55.1
J337 ATTEND COMMANDERS CALLS	1.92	80.1
B50 CONDUCT STAFF MEETINGS	1.90	42.9
D93 COORDINATE WITH LEGAL PERSONNEL PRIOR TO MISHAP	1.89	26.0
J334 ATTEND AIRCREW CERTIFICATION BOARD MEETINGS	1.88	27.0
B58 INTERPRET POLICIES, DIRECTIVES, PROCEDURES, OR REGULATIONS FOR SUBORDINATES	1.87	52.0
I322 MONITOR DISTRIBUTION OF SAFETY MAGAZINES OR OTHER SAFETY PUBLICATIONS	1.87	70.4
E114 COORDINATE WITH LOCAL GOVERNMENT OFFICIALS ON CLASS C OR SMALLER INVESTIGATIONS	1.77	12.8
H294 INSPECT SAFETY VEHICLES	1.76	48.5
D92 COORDINATE WITH HOST NATION SECURITY FORCES FOR MISHAP SUPPORT PRIOR TO MISHAP	1.72	6.6
C81 MAINTAIN TRAINING RECORDS, GRAPHS, OR CHARTS	1.70	45.9
H250 EVALUATE OR INSPECT CHEMICAL WARFARE PROCEDURES	1.69	22.4
J333 ATTEND AIRCRAFT CONFIGURATION BOARD MEETINGS	1.66	16.3
J351 ATTEND TACTICS REVIEW PANELS	1.64	17.9
A6 COORDINATE ON INPUTS TO OPERATING GUIDES OR PUBLICATIONS, SUCH AS MANUALS, REGULATIONS, OR PAMPHLETS	1.61	61.7
A14 DETERMINE EQUIPMENT, FACILITIES, SYSTEMS, OR SUBSYSTEMS REQUIRED TO SUPPORT OPERATIONS OR CONTINGENCY PLANS	1.61	26.0
F145 ARRANGE BILLETING FOR FORMAL BOARD MEMBERS	1.60	24.5

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
A1 APPROVE OR DISAPPROVE DIRECTIVES, SUCH AS OPERATING INSTRUCTIONS (OI), REGULATIONS, OR CHECKLISTS	1.59	55.1
J339 ATTEND LIFE SUPPORT COUNCIL MEETINGS	1.59	17.9
A19 DIRECT ADMINISTRATIVE FUNCTIONS	1.58	55.6
A20 ESTABLISH FILE MAINTENANCE OR DISPOSITION PLANS	1.58	40.8
C85 SCHEDULE TRAINING PROGRAMS OTHER THAN FOR POTENTIAL MISHAP BOARD MEMBERS	1.58	25.5
H271 EVALUATE OR INSPECT PERSONNEL RELIABILITY PROGRAMS (PRP)	1.58	7.7
J329 ATTEND AERO CLUB BOARD OF GOVERNORS MEETINGS	1.58	21.4
E112 COORDINATE WITH HOST NATION SECURITY FORCES FOR MISHAP SUPPORT ON CLASS C OR SMALLER INVESTIGATIONS	1.57	7.1
H227 EVALUATE ADEQUACY OF FLIGHTLINE FOOD FACILITIES	1.54	10.7
F166 COORDINATE PRESENCE OF FOREIGN LANGUAGE TRANSLATORS ON CLASS A, B, OR INTERIM INVESTIGATIONS	1.52	5.1
B62 REVIEW PROFESSIONAL LITERATURE, SUCH AS MAGAZINES, BOOKS, OR REPORTS	1.51	79.1
C77 COORDINATE ON TRAINING REQUIREMENTS	1.48	36.7
C76 COORDINATE ON LESSON PLANS	1.47	30.6
B51 COORDINATE ON DUTY SCHEDULES	1.43	55.6
H257 EVALUATE OR INSPECT FLIGHT PUBLICATIONS CURRENCY	1.36	64.8
C83 PROVIDE COMPUTER TRAINING	1.35	21.9
A12 DESIGN STATUS BOARDS	1.29	40.3
J331 ATTEND AEROMEDICAL BOARD MEETINGS	1.24	15.3
B61 REVIEW POSITION OR TALKING PAPERS	1.20	37.2
B69 WRITE OFFICER EFFECTIVENESS REPORTS (OER)	1.18	29.6
A9 COORDINATE ON STAFF STUDY REPORTS	1.17	49.5
A23 ESTABLISH STANDARD PUBLICATION REQUIREMENTS	1.16	30.1
A5 COORDINATE ON INPUTS FOR RECURRING PUBLICATIONS, SUCH AS MAGAZINES, NEWSPAPERS, OR BULLETINS	1.14	50.0
H277 EVALUATE OR INSPECT SECURITY RESPONSE PROCEDURES	1.11	13.8
B68 WRITE MILITARY JOB DESCRIPTIONS	1.08	15.8
B67 WRITE LETTERS OF EVALUATION (LOE)	.99	18.9
B57 DRAFT ENDORSEMENTS FOR PERFORMANCE REPORTS (OER, APR, CIVILIAN APPRAISALS)	.96	43.4
B53 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED PROBLEMS	.92	38.3
A29 MAINTAIN STANDARD PUBLICATION REQUIREMENTS	.89	37.2
B52 COORDINATE WITH CIVILIAN OR MILITARY PERSONNEL ON PERSONNEL MATTERS	.89	32.1
B64 WRITE AIRMAN PERFORMANCE REPORTS (APR)	.88	21.9
E107 COORDINATE PRESENCE OF FOREIGN LANGUAGE TRANSLATORS ON CLASS C OR SMALLER INVESTIGATIONS	.87	4.6
B66 WRITE CIVILIAN PERFORMANCE REPORTS	.82	7.7

TRAINING EMPHASIS (CONTINUED)

TASKS	TRNG EMPH	TOTAL POP
B59 RECOMMEND PERSONNEL FOR TRAINING OR SCHOOLS	.78	48.5
D88 COORDINATE PRESENCE OF FOREIGN LANGUAGE TRANSLATORS PRIOR TO MISHAP	.78	5.1
B60 REVIEW MANPOWER DOCUMENTS TO EVALUATE CURRENT OR PROJECTED MANNING STATUS	.72	20.9
A8 COORDINATE ON PROGRAM DIRECTIVES, SUCH AS PROGRAM ACTION DIRECTIVES (PAD)	.66	13.8
A17 DEVELOP BUDGETS OR BUDGET ESTIMATES	.63	16.8
B49 CERTIFY CIVILIAN TIMECARDS	.61	36.7
A37 SCHEDULE TRAVEL ARRANGEMENTS FOR TDY	.60	49.0
A43 WRITE JUSTIFICATIONS FOR MANPOWER AUTHORIZATION ADJUSTMENTS	.60	14.8
B65 WRITE CIVILIAN JOB DESCRIPTIONS	.60	8.2
A13 DETERMINE BUDGETING PRIORITIES	.55	17.9
A18 DEVELOP MANPOWER WORKLOAD FACTORS OR WORK CENTER DESCRIPTIONS	.54	12.8
A31 POST CHANGES TO DIRECTIVES, SUCH AS OI, REGULATIONS, OR CHECKLISTS	.54	62.8
B54 DEVELOP ORGANIZATIONAL CHARTS OR STRUCTURES	.53	18.4
B63 UPDATE CIVILIAN PERSONNEL RECORDS	.49	8.7
C75 CONDUCT PERSONNEL RELIABILITY PROGRAM (PRP) TRAINING	.47	3.6
E144 WRITE NARRATIVE FOR MDP ON CLASS C OR SMALLER INVESTI- GATIONS	.41	33.7
A27 MAINTAIN EQUIPMENT FILES	.40	13.8
A22 ESTABLISH SECURITY PROCEDURES OR PROGRAMS	.34	13.3
A46 WRITE RESPONSES TO CONGRESSIONAL INQUIRIES	.30	5.1
A34 PROCESS TRAVEL ORDERS FOR TDY	.29	19.9
A15 DETERMINE PHYSICAL SECURITY REQUIREMENTS	.28	11.2
A24 EVALUATE CLASSIFIED MATERIALS FOR DESTRUCTION	.24	15.8
A32 PREPARE REQUISITIONS FOR SUPPLIES	.23	16.8
A35 REVIEW BUDGET EXPENDITURES	.22	14.3
A26 INVENTORY CLASSIFIED MATERIALS	.21	8.7
A28 MAINTAIN SECURITY ACCESS RECORDS	.19	10.7
A36 REVIEW COST CENTER REPORTS	.16	10.7

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